

# **ECF Attorney User's Guide- Credit Card Payments**

## **United States Bankruptcy Court - Eastern District of New York**

### **April 1, 2005**

#### **Internet Credit Card Processing**

Internet Credit Card Processing is a new enhancement to ECF. This module enables electronic filers to pay filing fees via the Internet directly to the U.S. Treasury. This is the current filing fee payment method in the SDNY and New Jersey Bankruptcy Courts. Effective with filings made on or after May 1, 2005, attorneys are required to pay all filing fees incurred by the attorney's electronic filing by using a credit or debit card and the new Internet Filing Fee Payment process. You cannot use a debit card designed to settle thru an ATM network. Available payment options include VISA, MasterCard, Discover, Diners Club and American Express credit and debit cards.

Starting May 1, 2005, all attorney electronic filing accounts will automatically be given access to the Internet Filing Fee Payment process. Filers will have the option to pay fees at the time of filing or at the end of the day for all transactions. You are encouraged to pay a filing fee immediately at the time you file the document that incurs the fee. While you may continue filing and pay all fees at one time, **all fees must be paid by 12 midnight on the day of filing**. Please be advised that if any filing fee remains unpaid, your ECF password may be disabled until the fees are paid. Also, no document is deemed filed if the filing fees are not paid.

If you use bankruptcy petition software that permits you to file using a one touch or one button filing feature, you should obtain the latest version of this software. If you do not have the latest version, you may not be prompted to pay upon completion of the filing. You will be required to execute extra steps detailed under the Internet Payment History Report.

Once you execute a payment, an entry will be made on the docket for the case showing that the fee was paid by credit card.

If you file multiple cases or documents and use a debit card, please review your daily limit, per transaction limit or overdraft rules to avoid any problems. Also, credit card filers should be aware of their credit limit.

Please call the ECF HelpDesk at 347-394-1700, option 6 (Brooklyn cases) or 631-712-6200, option 6 (Central Islip cases) if you file a document in error.

Please call the Financial Department at 631-712-6269 if you suspect a payment is incorrect or a refund/credit is due.

The option to pay fees over the internet is not available if documents are filed at the court. Please bring your credit card with you to the court since there will no longer be any credit card numbers on file with the court.

## Attorney Benefits

- \* Pay filing fees with a credit card over the Internet at any time.
- \* Review your current Internet credit card transaction payment history.
- \* Review outstanding payments due the court.

## Paying Fees Due

Upon filing a pleading which requires a fee, users will be prompted to pay their filing fee via the Internet. The directions below detail the screens which will display after the filing of any pleading which requires a fee. Please note that the amount due is the total of all outstanding filing fees. The amount cannot be changed. An attempt to change the amount will exit you out of the payment process and you will need to start again by selecting Internet Payments Due under the Utilities Menu.

A Summary of Charges screen will display with two options. **Pay Now** or **Continue Filing**.

Click **Pay Now** if you are done filing and ready to pay

OR

Click **Continue Filing** to file other pleadings (at the end of day, you must go in and settle transactions if you selected continue filing).

## Pay Now Option

If you select **Pay Now**, you will receive the following screen:

The screenshot shows a Netscape browser window titled "Electronic Payment - Netscape". The main content area displays an "IMPORTANT NOTICE" followed by a "Summary of current charges:" section. This section contains a table with three columns: "Date Incurred", "Description", and "Amount". The table lists a single charge for a "Motion for Relief From Stay" dated 2005-02-04, with a total amount of \$150.00. Below the table, there are two buttons: "Pay Now" and "Continue Filing".

Date Incurred	Description	Amount
2005-02-04 14:16:59	Motion for Relief From Stay(8-04-80001-mlc) [motion,mrlfsty] (150.00)	\$ 150.00
		<b>Total: \$ 150.00</b>

Pay Now      Continue Filing

Complete the following information:

1. Cardholder name, street address and zip code will complete automatically.
2. Use drop down arrow to select State and Card Type
3. Enter Credit Card Number
4. Use drop down arrows to select month of expiration and enter the year
5. Click **Continue**. Clicking Quit will exit you from the payment screen.

**Pay.Gov - Enter Payment Information - Netscape**

**Enter Payment Information**

Cardholder Name: Attorney10 \*

Billing Address: \*

Billing Address 2:

City:

State/Province: -----

ZIP/Postal Code:

Country: United States

Card Type: Visa \*

Card Number: \* [Reset](#)

Expiration Date: ---- / \*

Payment Amount: \$150.00

A card authorization must be received before midnight Eastern Time if payment is to occur as early as the next day. If the U.S. Treasury Department's designated depository is closed on a scheduled payment date (including weekends and some holidays), the payment will occur the next day the depository is open.

[Continue](#) [Quit](#)

**Plastic Card Payment Steps**

1. Select Payment Type
2. **Enter Payment Information**
3. Authorize Payment / Payment Summary
4. Payment Confirmation

**NOTE:** The fields required are those designated by an \*asterisk.

If you enter incorrect information or do not enter all of the information required, the following message is displayed:

**Errors were found in your request.**

*\*(listing of the errors)*

**Please correct these errors and attempt the action again.**

### **Payment Summary and Authorization Screen**

1. Place a checkmark in the box indicating the authorization of the card to be charged.
2. To have a confirmation email sent, enter your email address twice. An e-mail address to receive confirmation of payment is not required.
3. Click **Make Payment** button.

**Please be sure when clicking on Make Payment that you do not click more than once. Clicking twice (as done when opening an icon on your desktop) could result in a double payment.** At this point, you may also Edit (which will take you back to the previous screen) or Cancel the transaction altogether.

**Pay.Gov - Payment Summary and Authorization - Netscape**

**Payment Summary and Authorization**

<p><b>Cardholder Name:</b> Attorney10 <b>Billing Address:</b> 10 Main St <b>Billing Address 2:</b> <b>City:</b> <b>State/Province:</b> <b>ZIP/Postal Code:</b> <b>Country:</b> USA <b>Card Type:</b> Visa <b>Card Number:</b> *****1111 <b>Expiration Date:</b> 3 / 2006 <b>Payment Amount:</b> \$300.00 <b>Current Date and Time:</b> 02/04/2005 14:39 EST</p>	<p><b>Plastic Card Payment Steps</b></p> <ol style="list-style-type: none"><li>1. Select Payment Type</li><li>2. Enter Payment Information</li><li><b>3. Authorize Payment / Payment Summary</b></li><li>4. Payment Confirmation</li></ol>
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**Authorization\***

☐ I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

**Confirmation Receipt Request**  
To have a confirmation email sent to you upon completion of this transaction, provide an email address and confirmation below.

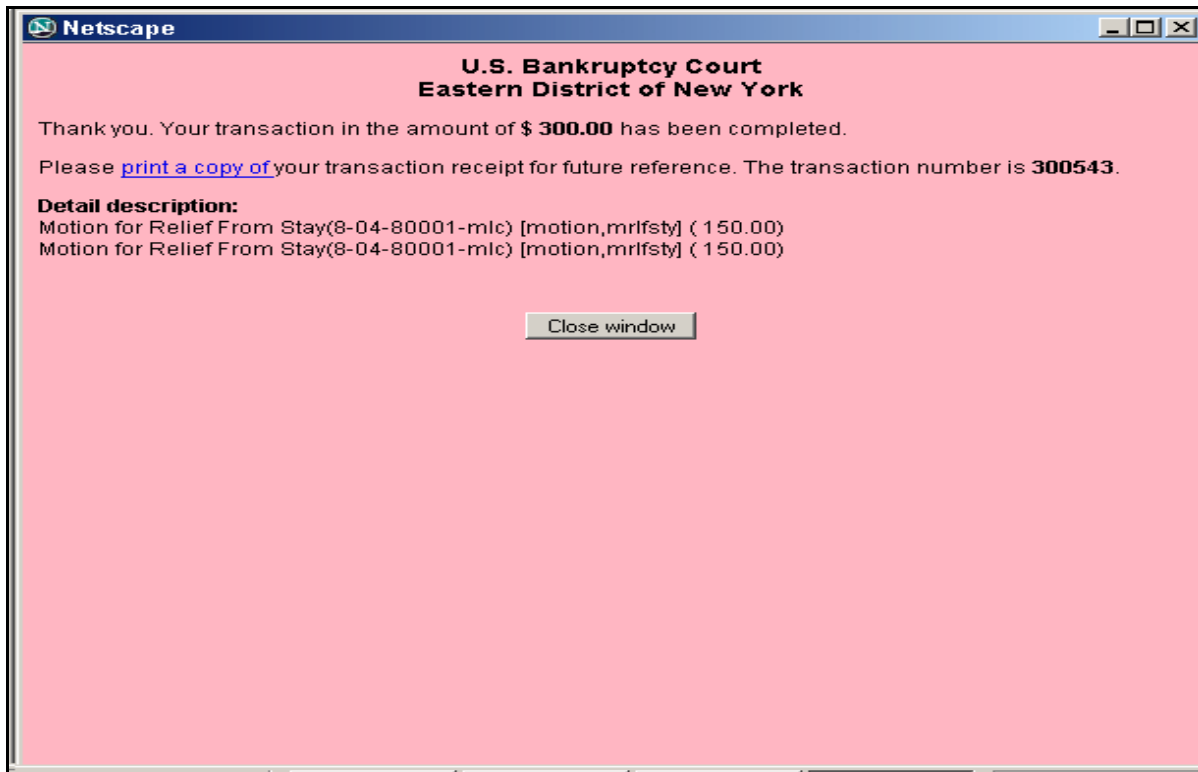
**Email Address:**

**Re-enter Email Address to Confirm:**

Press the "Make Payment" button only once. Pressing this button more than once could result in multiple transactions.

## Transaction Confirmation

This screen will display upon completion of your transaction. You may wish to print a copy for your records and reconciliation with your credit card statement.



## Continue Filing Option

If you select **Continue Filing**, the Notice of Electronic Filing (NEF) will display so you may continue filing documents. The summary of charges screen will display at the end of each filing. If you select **Continue Filing**, the summary of current charges screen will give a list of all documents filed for the day.

Upon completion of all filings for the day, click **Pay Now** and follow directions above for entering your credit card information.

**Note: if you do not pay your filing fees by 12 midnight of the day of filing, the court will lock out your account. The only feature available to you will be to make a payment; once the payment is made, your account will be unlocked. You will receive an e-mail reminder of the fees due.**

## **Adversaries**

The same procedure for filing bankruptcy cases through ECF applies for adversary cases. Upon filing your adversary in ECF, you are prompted to either select the Pay Now option or the Continue Filing option. **NOTE:** There is an **EXCEPTION** to this procedure.

**EXCEPTION:** If the plaintiff is:

1. The United States, other than the U. S. Trustee acting as a trustee, or
2. The debtor, or
3. A Child Support creditor, or its representative, who has concurrently filed an Appearance of Child Support

If any of the above statuses apply, you will complete the filing of your adversary and type the word deferred in the receipt # box. This is the only event that will display the receipt box.

## **REPORTS FOR ATTORNEYS:**

### **Internet Payments Due**

This report allows attorneys to pay immediately all outstanding fees without filing another pleading. This report can be used to pay fees due after using the Continue Filing feature or to review outstanding charges and continue filing.

**Step 1** Click on **Utilities** on top menu bar

**Step 2** Click **Internet Payments Due**

**Step 3** Select **Pay Now** or **Continue Filing**.

**Step 4** Select **Pay Now** and follow directions above for entering credit card information. Selecting **Continue Filing** will bring you back to ECF to file more pleadings.

### **Internet Payment History Report:**

This report will provide a detailed list of pleadings filed on a particular date or date range, the fee for each pleading, grand total for the day and the receipt number associated with the transaction.

**Step 1** Click on **Utilities** on top menu bar

**Step 2** Click on **Internet Payment History**

**Step 3** Select date range for which you would like to run report and click **Run Report**

If you use bankruptcy petition software that permits you to file using a one touch or one button filing feature and you do not have the most current version, you will not be prompted to Pay Now upon completion of the filing. In order to pay the filing fees, you will need to select the Internet Payments Due link on the Utilities Menu and you will be prompted to pay all outstanding fees.

## **Pop-Up Blockers**

Users may have configured their computers to prevent pop-up windows from appearing. The presence of pop-up blockers may interfere with the use of the payment window in ECF. This may result in the Internet Credit Card pop-up window not appearing. Depending on the type of pop-up blocker present, the user may have to modify or disable the blocker to make use of the payment window.

If you have installed Windows XP Service Pack 2, your pop-up screens may not work. This only applies to Windows XP Service Pack 2. Follow the steps listed below to enable Pop-Up functionality in ECF in WindowsXP Service Pack 2.

### **For Microsoft Internet Explorer:**

**Add <https://ecf.nyeb.uscourts.gov> as a trusted site.**

1. Click **Tools**.
2. Click **Internet Options**.
3. Access the **Security** tab.
4. Click the **Trusted sites** Web Content Zone.
5. Click the **Sites** button.
6. Type **<https://ecf.nyeb.uscourts.gov>** in **Add this web site to the zone**.
7. Click **Add**.
8. Click **Ok**.

**Add <https://ecf.nyeb.uscourts.gov> to the list of allowed pop-up sites.** This will allow pop-up boxes only from designated sites.

1. Go to the **Tools** menu.
2. Click **Pop-up Blocker**.
3. Choose **Pop-up Blocker Settings** from the Pop-up Blocker sub menu.
4. Add **<https://ecf.nyeb.uscourts.gov>** in **Address of web site to allow**.
5. Click **Add**.
6. Click **Close**.

Turn off pop-up blocking. This will allow any and all pop-up boxes.

1. Go to the **Tools** menu.
2. Choose **Pop-up Blocker**.
3. Choose **Turn Off Pop-up Blocker** from the Pop-up Blocker sub menu.

Change filter level:

1. Go to **Tools**.
2. Choose **Pop-up Blocker**.
3. Choose **Pop-up Blocker Settings** from the Pop-up Blocker sub menu.
4. Change the Filter Level to **Medium: Block most automatic pop-ups**.
5. Click **Close**.

### **For Netscape**

1. Select **Edit**, click on **Preferences**.
2. Click on **Privacy & Security**. (You may have to double-click.)
3. Click on **Popup Windows**.
4. Check the box (if it is not already checked) next to **Block unrequested popup windows**.
5. Click on **Allowed sites**.
6. Add **nyeb.uscourts.gov** in the box and click Add and then click **OK**.
7. Click **OK** again.

Or

1. Click on **Tools**.
2. Place the cursor on **Popup Manager**.
3. In the expanded menu, click on **Allow Popups From This Site** or **Manage Popups**.
4. Add **nyeb.uscourts.gov** in the box and click Add and then click **OK**.

## **DETERMINING IF YOUR BROWSER SUPPORTS 128-BIT ENCRYPTION**

If you are using Internet Explorer 5.5 or higher or Netscape 4.7 or higher, you already have the proper encryption levels. If you are using versions older than Internet Explorer 5.5 or Netscape 4.7, you must determine if your browser supports 128-bit encryption. Please follow these instructions:

### **Microsoft Internet Explorer**

- Click on the “Help” tab on your menu bar at the top of the screen.
- Scroll down and select “About Internet Explorer.”
- A small window will appear in the center of the screen indicating the version, as well as the encryption or cipher strength of your browser (either 40-bit, 56-bit or 128-bit). If the screen indicates you have a 40-bit or 56-bit version, or if it doesn’t indicate the encryption level, you will need to upgrade to a version with 128-bit encryption.

### **Netscape Navigator/Communicator**

- Click on the “Help” tab on your menu bar at the top of the screen.
- Scroll down and select “About Netscape,” “About Navigator” or “About Communicator.”
- A screen will appear that lists the details of your browser. Look for a section on the left and toward the middle that begins “Contains encryption software from RSA Data Security, Inc. ...” If the next paragraph begins, “This version supports U.S. security...,” your browser supports 128-bit encryption; if international security is specified, rather than U.S. security, your browser supports only 40-bit or 56-bit encryption, and you will need to upgrade to a version that supports 128-bit encryption.



Pleadings currently requiring fees that will be paid by credit card via the Internet are:

**Appeal Category**

Cross Appeal  
Notice of Appeal

**Motion Category**

Motion to Abandon  
Motion to Convert Case from Ch 13 to Ch 11  
Motion to Convert Case from Ch 7 to Ch 11  
Motion to Convert Case to Ch 7  
Motion for Relief from Stay  
Motion to Reopen Ch 11 Case  
Motion to Reopen Ch 12 Case  
Motion to Reopen Ch 7/13 Case  
Motion for Withdrawal of Reference

**Notice Category**

Notice of Voluntary Conversion from Ch 13 to Ch 7

**Case Opening - BK Category**

Voluntary Petition Ch 11  
Voluntary Petition Ch 7  
Voluntary Petition Ch 13  
Voluntary Petition Ch 12  
Involuntary Petition Ch 11  
Involuntary Petition Ch 7  
Section 304

**Case Opening - AP Category**

Complaint  
Notice of Removal

**Other Category**

Amended Schedules D E or F and LR Affidavit 1009-1(a) (Fee Due)  
Schedule(s), Required Statements and Affidavit LR1007-1(b) (Fee Due)